

D. NEXT STEPS AFTER SUCCESSFUL COMPLETION OF THE DC ONEAPP

The DC OneApp and ALL REQUIRED SUPPORTING DOCUMENTS must be submitted by the deadline of June 30, 2007 in order to be considered for an award. Applicants submitting applications and/or supporting documents after the deadline will be placed on a waiting list. Award consideration will depend upon program funding availability.

Prior to the DC OneApp deadline, the application will be processed in the following manner:

Step 1 Upon submission, a HEFS counselor is assigned to verify the application for accuracy and completion. Once the applicant's status is designated "Submitted," counselors review applications according to the following schedule:

- Within three (3) business days for applications submitted January 1 through March 31.
- Within seven (7) business days for applications submitted April 1 through May 31.
- Within fourteen (14) business days for applications submitted June 1 through June 30.

Step 2 The assigned counselor will verify whether or not supporting documents have been received. If the required supporting documents have been received, the applicant's status will be designated "Eligible Pending Supervisor Review" (EPSR). Upon EPSR designation, the applicant will receive a priority designation to ensure clients are processed on a first-come, first-served basis. [Please refer to the glossary to learn the definitions for the application status designations.]

If all of the required supporting documents have not been received, the applicant's status will be designated "Incomplete." The applicant will receive an e-mail indicating "Incomplete" status and will be given 45 days from the date of the letter to submit the required supporting documents. After 60 days, if all required supporting documentation has not been provided, the application will be deemed "Inactive." An "Inactive" status significantly reduces the likelihood that the applicant will receive an award.

NOTE: If the applicant does not submit all required support documents prior to the deadline, the application will be placed on a waiting list and will be processed based upon available funding.

Step 3 If the application is designated "EPSR," the application will be reviewed by HEFS senior management in accordance with the following schedule:

- Within seven (7) business days for applications submitted January 1 through March 31.
- Within fourteen (14) business days for applications submitted April 1 through May 31.
- Within twenty (20) business days for applications submitted June 1 through June 30.

If the HEFS senior management considers your application satisfactory, it will be designated "Eligible" and award letters from programs to which you have applied will be mailed to you. In addition, your college or university will receive an e-mail notification of eligibility.

NOTE: If program funding is exhausted prior to the deadline, applications and supporting documents submitted on time will be designated "Wait List On-Time" and will be processed for award if funding becomes available.